|  |
| --- |
| *Insert Parish logo here* |

|  |  |  |  |
| --- | --- | --- | --- |
| Position title: | Choir Leader | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | Choir members, musicians | Other key relationships: | Music Coordinator |
| Position Purpose: | The Choir Leader leads the choir in singing during parish liturgical celebrations, always with the primary aim of enabling the assembly to find its voice. | | |
| Qualifications and experience: | * Choir Leaders may have formal or informal musical qualifications and/or experience. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| Skills and attributes: |
| --- |
| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy |

| Key Results Areas: | Key Duties: |
| --- | --- |
| Music practice | * Organises choir practice as required, contacts choir members to inform them of time and location of choir practice. |
|  | * Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. * Ensures choir members have the music they need for any given liturgy. * Leads the choir in singing. |
| Training | * If requested, assist in training new Choir Leaders or Choir Members. |